

Dear contractors

As per USG latest guidelines, in order to do business with U.S. Government, you need to register your firm with SYSTEM FOR AWARD MANAGEMENT (SAM). The Contractor shall be registered in the **SAM** database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement and contract resulting from past and future solicitations. Processing time for registration in SAM, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing. The SAM registration shall be for the same name and address identified on the contract. **The Federal Acquisition Regulation requires that contractors be registered in SAM prior to being awarded a contract. Contractors who are not registered with SAM, may not be awarded the contract.**

Please note vendors that have never registered in either SAM or CCR will need both a DUNS number and an NCAGE code before registering. Vendors can request their DUNS and NCAGE at the same time, since a vendor will not need to know their DUNS number to get an NCAGE, or vice versa. Vendors are advised to work on the NCAGE first since that usually takes longer to get. If requesting a DUNS by phone, be sure to mention that it is for a U.S. Government contract and is therefore free to the vendor, otherwise the vendor may be charged. The instructions for registering in SAM include information on how to get each of those numbers (the rest of our page includes further information on DUNS numbers). The instruction slides are also posted to our public Internet site for potential vendors to see.

Once the vendor obtains both the DUNS number and the NCAGE code, and once the NCAGE code is entered in BINCS, they can then register in SAM. Remember, for example, that when SAM asks for a Tax ID number, they want an American Tax ID number. If the vendor does not have one, or has a tax ID number from another country, then the vendor should leave the Tax ID field blank. This also goes for other data requested by SAM. For example, if the Philippines uses American format ABA bank routing numbers and account numbers, then these should be entered into SAM. If the Philippines uses some other format not used in the U.S., the vendor should leave these fields blank. Also, references in SAM to small businesses only apply to U.S. small businesses. Businesses based outside the U.S. are always considered Other Than Small (or, just Large);

Please register your company with SAM. For registration of your company with SAM, kindly follow the instructions as mentioned below and provide us the complete information after getting registered by **COB 2015**. **This is a mandatory requirement.**

Please note that the Legal Business Name and physical address listed for the firm in the Dun and Bradstreet system must be exactly the same (including exactly the same spelling, capitalization, punctuation, spacing, and what information appears on what line) as the Legal Business Name and physical address listed for your firm in the NCAGE system. The System for Award Management (SAM) imports the Dun and Bradstreet data and compares it to the information in the U.S.'s Business Identification Number Cross-reference System (BINCS) (which has a copy of what is in the NCAGE system for the firm). If the Legal Business Name and physical address listed for the firm in Dun and Bradstreet are not EXACTLY the same as the Legal Business Name and physical address listed for the firm in BINCS, then the SAM registration will error out and the firm will not be able to complete their SAM registration.

At this point, the firm must verify that the information listed for the firm in both systems is both correct and identical. If it is not, the firm will need to change the information in one or both systems such that it becomes both correct and identical.

To change the information in Dun and Bradstreet, the firm must go to <http://fedgov.dnb.com/webform> and search for the firm's listing. The firm will then be able to click on the listing and change the information. The change may take up to 5 business days to process, after which it may take one to two additional business days to be imported into SAM. If this does not work e-mail SAMhelp@dnb.com with the problem, including all relevant specific information.

If the firm needs to change any information regarding their NCAGE code, they should go to <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> (where they originally requested their NCAGE Code) to make the changes. Processing time will likely be about the same as when they originally requested your NCAGE code. If the firm needs help getting a NCAGE code request or change request processed, they should contact their cognizant National Codification Bureau at <http://www.nato.int/structur/AC/135/main/links/contacts.htm>. Once the NCAGE information request is fully processed, if the NCAGE data does not copy over automatically into BINCS within 3 business days, the firm should contact the Logistics Information Service using one of the methods listed at <https://www.logisticsinformationservice.dla.mil/bincs/contact.aspx>.

In either case, once the correct and identical Legal Business Name and physical address information is available both Dun and Bradstreet and BINCS, it will take SAM an additional one to two business days to import the information from Dun and Bradstreet and compare it to the information in BINCS. Once SAM completes the comparison and the information matches, then (assuming there are no other problems with the SAM registration) SAM will complete its verifications and change the status of the registration to "Active" status. At that point, the firm will be considered to be registered in SAM.

To register an entity in SAM, follow these steps:

- Step 1: Access the SAM online registration at www.sam.gov.
- Step 2: Create a User Account.

Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS**) number in order to begin the registration process.

Step 4: Complete and submit the online registration. If you already have the necessary information on hand ([see the SAM User Guide](#)), the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your entity.

DUNS**

- Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at ccr.dnb.com/ccr/pages/CCRSearch.jsp.
- Obtaining a DUNS number through this process is free of charge.
- When you obtain a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list.
- Once you have a DUNS number, you can begin the CCR registration process.
- If registering online, go to www.ccr.gov - select "Start New Registration." You will need your DUNS number to start this registration.
- If registering using the paper copy of the registration template, complete the form, including your DUNS number, and mail to the address indicated above.

NATO Commercial and Governmental Entity (NCAGE) Code are required for foreign organizations only. See below for instructions:

- Registrants located outside of the U.S. are required to include an NATO Commercial and Governmental Entity (NCAGE) Code on their CCR registration, or their registration will be considered incomplete. All countries outside of the U.S. need this number, not just NATO countries.
- The Code is a five-character ID number used extensively within the federal government. It is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location (from [CCR Handbook](#))
- The form and instructions can be found at http://www.dl.is.dla.mil/Forms/Form_AC135.asp
- Additional instructions for completing the form can be found at http://www.dl.is.dla.mil/Forms/form_ac135instr.asp
- In Block 2 of the form, select the country where your organization is located from a drop-down list. This list currently includes 30 countries; if your country does not appear on the list, choose 'other.'
- Submit the form via the Internet by clicking the 'Send Request/Envoyez Demande' button at the bottom of the form.
- Once you click on the "Send Request" button, the form is automatically sent for processing to the country you selected in block 2. If you selected 'Other' for

country, these requests will be processed by the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg.

- If you cannot submit this form by Internet, you can obtain an NCAGE by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp.

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code

The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available online at www.ccr.gov. The CCR Customer Assistance Center can be contacted toll free at 1-888-227-2423.

If these steps do not work, please contact Dan Walt ,Electronic Commerce program Manager,U.S. Department of State,703-516-1696, waltdj@state.gov directly with as many specifics regarding the problem as possible.